



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 5234.3A
N6
13 June 2011

COMNAVCRUITCOM INSTRUCTION 5234.3A

From: Commander, Navy Recruiting Command

Subj: INFORMATION TECHNOLOGY FUNCTIONAL REVIEW BOARD POLICY

Ref: (a) COMNAVCRUITCOMINST 5234.2 Information Technology
Configuration Management Policy
(b) MIL-HDBK-61A (SE), Configuration Management Guidance
of 7 Feb 01
(c) DoD Guide to Integrated Product and Process
Development, Version 1.0 of 5 Feb 96
(d) EIA Standard 836, Configuration Management Data
Exchange and Interoperability of 15 Jun 02
(e) DoD Directive 5000.2, The Defense Acquisition System
of 8 Dec 08
(f) COMNAVCRUITCOM Configuration Management Plan of
14 Oct 09

Encl: (1) Configuration Board Membership
(2) Configuration Board Authority Level

1. Purpose. This instruction establishes an Information Technology (IT) Configuration Control Board Policy consistent with the Department of Defense (DoD), and Department of the Navy (DoN) policies contained in references (a) through (f).

2. Cancellation. COMNAVCRUITCOMINST 5234.3

3. Scope. This policy applies to all new and existing programs, projects, and systems, including computer software and hardware, under the purview of Navy Recruiting Command (NAVCRUITCOM). Evolving programs shall comply with the requirements of this policy.

4. Background. Reference (a) establishes the Configuration Management Policy for NAVCRUITCOM and is the primary authority for implementation of the IT Configuration Policy within NAVCRUITCOM.

a. Reference (b) states that an effective, well-defined configuration control process assures the government program office that all changes to government-controlled baselines, no

matter how small or seemingly insignificant, are reviewed by the applicable configuration control authority.

b. In reference (c), DoD defines Configuration Control as, "A management process that integrates all activities from product concept through production/field support, using a multifunctional team, to simultaneously optimize the product and its development and sustainable processes to meet cost and performance objectives."

5. Policy. The policy is as follows:

a. Request For Change (RFC). A RFC shall be used to request change for new functionality, maintenance or sustainment for any hardware, software, and ancillary programs and equipment supporting the NAVCRUITCOM mission.

b. Configuration Advisory Board (CAB). The CAB shall provide an initial assessment of all RFCs entered into the NAVCRUITCOM Configuration Management Repository (CMR).

(1) Each CAB member is responsible to participate or delegate participation to a representative who can provide knowledge of the on-going work, be able to address concerns and offer plausible solutions, as well as be empowered to make recommendations. CAB membership is provided in enclosure (1).

(2) The CAB will evaluate and provide an initial classification and priority level.

(3) The CAB has disposition authority over any change request identified as maintenance or sustainment and has no impact on new functionality.

(4) The CAB shall develop a Business Needs Document (BND) for all RFCs elevated to the Configuration Review Board (CRB).

(5) Consensus, rather than voting will be used for the CAB decision-making. When an issue cannot be resolved, the CAB will elevate the issue to the CRB. A decision level matrix is provided in enclosure (2).

(6) The CAB will meet at least bi-monthly. The frequency may change based on the scope of projects or the number of RFCs being submitted.

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c. The CRB shall provide an evaluation of all change requests elevated by the CAB. The CRB shall be made up of voting and non-voting members.

(1) Each CRB voting member is responsible to participate or delegate participation to a representative who can provide knowledge of the on-going work, be able to address concerns and offer plausible solutions, as well as be empowered to make recommendations. CRB membership is provided in enclosure (1).

(2) The CRB shall evaluate and when necessary adjust the priority and classification of each request.

(3) The CRB shall create a Business Case Analysis (BCA) for all new functionality. All new functionality will be elevated to and disposition provided by the Functional Review Board (FRB).

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(4) A cross-functional team consisting of the department requesting the RFC and N6 personnel subject matter experts (SMEs) will analyze the business needs for issues that significantly impact multiple stakeholders.

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(5) Consensus, rather than voting will be used for the CRB decision-making. When an issue cannot be resolved, the CRB will elevate the issue to the FRB. A decision level matrix is provided in enclosure (2).

(6) The CRB will meet at least monthly. The frequency may change based on the scope of projects or the number of RFCs being submitted.

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d. Functional Review Board (FRB). The FRB shall determine the disposition of all new functionality RFCs within NAVCRUITCOM. The FRB shall be made up of voting and non-voting members.

(1) The Department Head for each functional area shall have a seat on the FRB as a voting member. If an established member cannot attend, an alternate must be appointed to attend in their place. FRB membership is provided in enclosure (1).

(2) The FRB shall ensure changes to system functional baselines do not conflict with existing and planned NAVCRUITCOM operational capabilities.

(3) The FRB shall have the final decision on the priority for each change request. This priority will determine the order in which new functionality is implemented.

(4) A cross-functional team consisting of the department requesting the RFC and N6 personnel subject matter experts (SMEs) will analyze the business needs for issues that significantly impact multiple stakeholders.

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(5) Majority Rule, rather than consensus, will be used for FRB decision-making. When an issue cannot be resolved, the FRB will elevate the issue to the Commander, Navy Recruiting Command (COMNAVCRUITCOM) for resolution. A decision level matrix is provided in enclosure (2).

(6) The FRB shall document all decisions from each session and forward to COMNAVCRUITCOM for endorsement.

(7) The FRB will meet bi-annually. The frequency may change based on the scope of projects or the number of RFCs being submitted.

6. Action. Department Heads shall participate in the FRB or designate an alternate who can provide knowledge of the on-going work, be able to address concerns and offer plausible solutions, as well as be empowered to make decisions.

/s/

R. L. GRAF

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Configuration Board Membership

Configuration Advisory Board (CAB)

Voting	Advisory
Requirements Program Management Office (RPMO)	RFC Champion
Operations & Infrastructure (O/I)	Subject Matter Expert (SME)
Configuration Manager (CM)	

Configuration Review Board (CRB)

Voting	Advisory
N6B Chair	RFC Champion
Requirements Program Management Office (RPMO)	Subject Matter Expert (SME)
Operations & Infrastructure (O/I)	Configuration Manager (CM)
Information Assurance (IA)	
N Codes with Vested Interest	

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Functional Review Board (FRB)

Voting	Advisory
Navy Recruiting Command Deputy (00B)	RFC Champion
Manpower & Human Resources Department (N1)	Subject Matter Expert (SME)
Operations Department (N3)	Configuration Manager (CM)
Supply, Logistics & Facilities Department (N4)	
Strategic Plans, Research & Analysis Department (N5)	
Information Technology Department (N6)	
Training/Quality Assurance Department (N7)	
Comptroller Department (N8)	
Advertising & Marketing Department (N9)	
Region West	
Region East	

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Configuration Board Authority Level

Decision	Description	Board		
		CAB	CRB	FRB
Approve	The RFC is approved to be worked in the priority listed.			X
Cancel	Overcome by event (OCBE). Close		X	X
Clarify	The Board has determined additional information is required before a decision can be made.	X	X	X
Disapprove	The RFC is disapproved for implementation.			X
Elevate	The Board has determined this is a valid request. The request requires elevation to the next level decision making body.	X	X	X
Postpone	The Board determined the request is valid, but out of scope at this time.			X